



JOB DESCRIPTION

Title: **PARKS SUPERINTENDENT**
Department: Parks & Recreation
Class Code: 1560
FLSA Status: Exempt
Effective Date: July 1, 1982 (Rev. 07/2008)
Grade Number: 24

GENERAL PURPOSE

Under general guidance and direction from the Public Services Director, performs administrative and supervisory duties in the daily operation of the cemetery, parks and recreation facilities.

EXAMPLE OF DUTIES

- *-- Manages division and supervises employees; hires and trains employees; schedules, assigns and monitors work; evaluates performance; disciplines employees; directs preparation of payroll.
- *-- Supervises and lays out work assignments for parks maintenance and improvement; assigns all daily park goals and objectives, i.e. pavilion clean up, garbage collection and preparation and maintenance of playing fields; supervises maintenance of automatic sprinkling system.
- *-- Works with Public Services Director to plan for new and improved parks and recreation facilities; works with architects to design plans; manages projects under construction; prepares division budget; supervises preparation of and signs purchase orders for supplies and equipment.
- *-- Supervises and manages skating rink, swimming pool, amphitheater and concession stands, insures facilities are in good operating condition; coordinates arrangements for skating and swimming lessons; schedules performances for amphitheater; collects money daily and prepares or supervises accounting records.
- *-- Coordinates services and assists in the delivery of recreation and cultural programs by providing responsive maintenance of grounds and facilities.
- *-- Assists local civic and business groups in the preparation of special events held in the parks.

- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from college with a bachelor's degree in Parks and Recreation Management or a closely related field and three (3) years combined experience in park maintenance and recreation programming and supervision, or any equivalent combination of education and experience.

Special Requirements

- Must be bondable; must possess a valid Utah Driver's license.

Necessary Knowledge, Skills and Abilities

- Thorough knowledge of parks and recreation management and operations; thorough knowledge of recreation systems; thorough knowledge of business management; considerable knowledge of the principles of landscaping, forestry and a variety of other fields related to parks and recreation development; considerable knowledge of parks and recreation program functions; basic computer skills.
- Ability to prepare and administer a large work program; ability to prepare and present budget estimates; ability to coordinate a variety of maintenance programs related to upgrading the city's park and recreation facilities; ability to direct, motivate, develop and evaluate subordinates; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, other agencies, and the public.

TOOLS & EQUIPMENT

- Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; pager; automobile; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.; Zamboni.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.